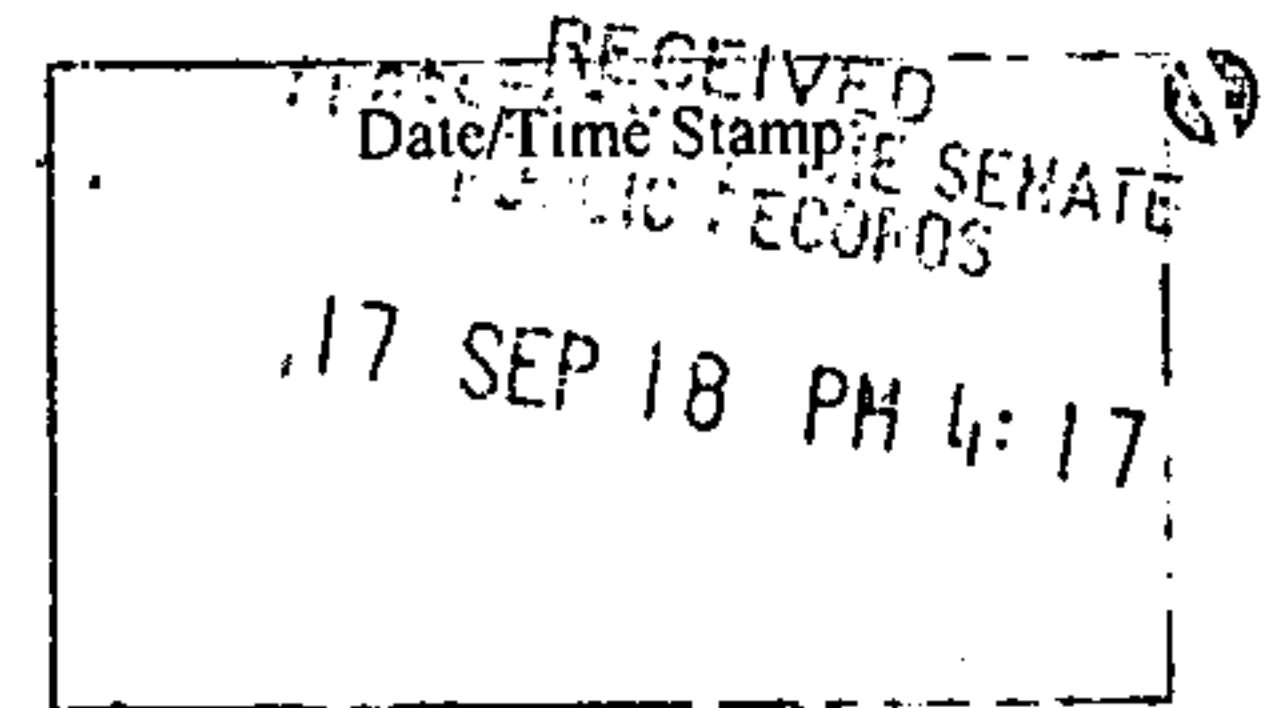


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Pew Charitable Trst

Travel date(s): 9/15/17 - 9/17/17

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount	NO Transportation expenses (Joe drove)			\$20 (valet)

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

9/18/17 Joe Britton [Signature]  
(Date) (Printed name of traveler) (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

09/18/17 [Signature]  
(Date) (Signature of Supervising Senator/Officer)



# The Pew Charitable Trusts

## Senate Chiefs of Staff Management and Leadership Conference

Richmond, Virginia  
September 15-17, 2017

We will depart Union Station on Friday, September 15, at 2:30 p.m., on a reserved Amtrak car and return via bus on Sunday, September 17, arriving back at the Capitol at approximately 2:15 p.m. Chiefs' expenses (minus alcohol and entertainment) are covered by The Pew Charitable Trusts. We invite your spouse to attend, however you must reimburse Pew for those expenses (estimated at around \$250).

Please [click here](#) to register, and we look forward to seeing you in historic Richmond this fall!

**Tamera Luzzatto**  
**Senior Vice President, Government Relations**  
**The Pew Charitable Trusts**  
[tluzzatto@pewtrusts.org](mailto:tluzzatto@pewtrusts.org)  
**(202) 540-6501**

*The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.*

*The Pew Charitable Trusts  
901 E St. NW, Washington, DC 20004  
© 2016 The Pew Charitable Trusts*



Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Joseph Britton

Employing Office/Committee: Office of Senator Martin Heinrich

Private Sponsor(s) (list all): Pew Charitable Trusts

Travel date(s): September 15, 2017-September 17, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Richmond, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The Bipartisan Senate Chiefs of Staff Conference offers Chiefs the opportunity to both learn from and interact with each other, and to hear from nationally known speakers on policy issues.

*The issues covered in the conference are relevant to my role as Sen. Heinrich's Chief of Staff*

Name of accompanying family member (if any): Katie Ehly

Relationship to Employee: ☒ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8-9-17  
(Date)

[Signature]  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Heinrich  
(Print Senator's Officer's Name)

hereby authorize

Joseph Britton  
(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒

08/09/17  
(Date)

[Signature]  
(Signature of Supervising Senator-Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): The Pew Charitable Trusts
  2. Description of the trip: Senate Chiefs of Staff Management and Leadership Retreat
  3. Dates of travel: September 15-17, 2017
  4. Place of travel: Richmond, VA
  5. Name and title of Senate invitees: Chiefs of Staff
  6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Pew Charitable Trusts is the sole organizer and sponsor of this trip.

*(This area contains handwritten notes.)*

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

**See attachment.**

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

**See attachment.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECRET**

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attachment.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$73.57/roundtrip \$44.51/local transportation	\$286	\$128	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip has been arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Richmond was selected due to its close proximity to Washington, DC and its historical significance.

19. Name and location of hotel or other lodging facility:

The Jefferson Hotel, 101 W. Franklin Street, Richmond, VA 23220

20. Reason(s) for selecting hotel or other lodging facility:

The Jefferson Hotel can provide the necessary meeting space for the planned seminars and can provide the required number of guest rooms to accommodate the group.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meals are at the per diem rate for Richmond, VA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Transportation to Richmond will be provided via Amtrak using the lowest coach fare. Transportation back to Washington, DC, will be via coach bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:

*David W. Gilliland*

Name and Title: David Gilliland, Officer

Name of Organization: The Pew Charitable Trusts

Address: 901 E Street, NW, 10th Floor, Washington, DC, 20004

Telephone Number: (202) 552-2145

Fax Number: (202) 552-2299

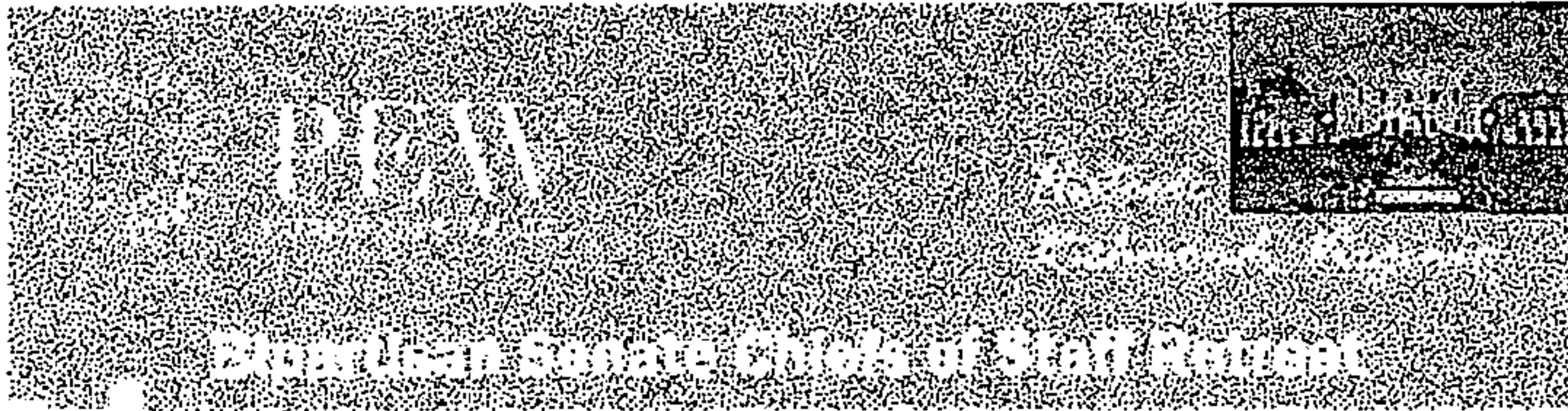
E-mail Address: dgilliland@pewtrusts.org



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- 1-10. See form
11. See attachment.
12. See form.
13. Through both its information and advocacy work, The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States, as well as to strengthen the institutions that form the foundations of our democracy. A major component of this ongoing strategy has been to help create an environment in which policy makers can productively deliberate important issues of the day. The purpose of the retreat is to provide a collaborative environment for the chiefs of staff to learn from experts and discuss issues of importance to an effective legislative process.
14. The Pew Charitable Trusts has directly sponsored congressional travel. This will be the sixth Senate chiefs of staff retreat hosted by Pew (2007, 2009, 2011, 2014, 2015). In the past, the Pew Charitable Trusts has also funded other institutions via grants to conduct their educational programs and some of these programs may have included congressional travel.
15. The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life. We partner with a diverse range of donors, public and private organizations and concerned citizens who share our commitment to fact-based solutions and goal-driven investments to improve society. Pew issues dozens of research reports each year to educate the public and policy makers. Pew also sponsors convenings of researchers and experts to examine various issues of public policy and civic life.
16. See form.
17. See form.
18. See form.
19. See form.
20. See form.
21. See form.
22. See form.
23. See form.
24. See form.
25. See form.





## Senate Chiefs of Staff Retreat Draft Itinerary Richmond, Virginia / September 15-17, 2017

### Friday, September 15, 2017

- 2:30pm Depart Union Station via Amtrak 95 (coach fare)
- 5:15pm Arrive 30<sup>th</sup> Main Street Station, Richmond
- 5:30pm Travel via bus to Jefferson Hotel, 101 W. Franklin Street
- 5:40pm Arrive Jefferson Hotel, check in (GSA per diem rate)
- 7:30-9:30pm Reception

### Saturday, September 16, 2017

- 8:30-9:30am Breakfast at your leisure, Jefferson Hotel
- 9:30-11:30am **Breakthrough Communication: Navigating High-Stakes Conversations, Peter and Susan Glaser**  
Communication skills are the first step in developing strong relationships, making quality decisions, and creating high performance teams. But, most importantly, communication can serve as a tool to constructively manage conflict. This training is rooted in the Glasers' 39 years of field-tested and published research on interpersonal communication and leadership development. Participants learn seven communication models to understand and transform high-stakes conversations into a powerful and effective stimulus for change.
- 11:30am-12:00pm Break
- 12:00-1:15pm Lunch with special guest "Patrick Henry"
- 1:15-2:30pm **State of the News Media, Amy Mitchell, Pew Research Center**  
Eight years after the Great Recession sent the U.S. newspaper industry into a tailspin, the pressures facing America's newsrooms have intensified to nothing less than a reorganization of the industry itself, one that impacts the experiences of even those news consumers unaware of the tectonic shifts taking place. Amy Mitchell will brief chiefs on the annual "State of the News Media" report and its implications on public policy.



**Sponsored by The Pew Charitable Trusts**

Senator	State	First	Last
Alexander	TN	David	Cleary
Baldwin	WI	Bill	Murat
Barrasso	WY	Dan	Kunsman
Bennet	CO	Jonathan	Davidson
Blumenthal	CT	Laurie	Rubiner
Blunt	MO	Stacy	McBride
Booker	NJ	Matt	Klapper
Boozman	AR	Helen	Tolar
Brown	OH	Sarah	Benzing
Burr	NC	Dean	Myers
Cantwell	WA	Travis	Lumpkin
Capito	WV	Joel	Brubaker
Cardin	MD	Chris	Lynch
Carper	DE	Bill	Ghent
Casey	PA	Kristen	Gentile
Cassidy	LA	James	Quinn
Cochran	MS	Brad	White
Collins	ME	Steve	Abbott
Coons	DE	Adam	Bramwell
Corker	TN	Todd	Womack
Cornyn	TX	Beth	Jafari
Cornyn	TX	Monica	Popp
Cortez Masto	NV	Scott	Fairchild
Cotton	AR	Doug	Coutts
Crapo	ID	Susan	Wheeler
Cruz	TX	David	Polyansky
Daines	MT	Jason	Thielman
Donnelly	IN	Joel	Elliott
Duckworth	IL	Kaitlin	Fahey
Durbin	IL	Patrick	Souders
Enzi	WY	Tara	Shaw
Ernst	IA	Lisa	Goeas
Feinstein	CA	Steve	Haro
Fischer	NE	Joe	Hack
Flake	AZ	Chandler	Morse
Franken	MN	Jeff	Lomonaco

Gardner	CO	Natalie	Rogers
Gillibrand	NY	Jess	Fassler
Graham	SC	Richard	Perry
Grassley	IA	Jill	Kozeny
Harris	CA	Nathan	Barankin
Hassan	NH	Marc	Goldberg
Hatch	UT	Matt	Sandgren
Heinrich	NM	Joe	Britton
Heitkamp	ND	Tessa	Gould
Heller	NV	Mac	Abrams
Hirono	HI	Betsy	Lin
Hoeven	ND	Ryan	Bernstein
Inhofe	OK	Luke	Holland
Isakson	GA	Joan	Kirchner Carr
Johnson	WI	Tony	Blando
Kaine	VA	Mike	Henry
Kennedy	LA	Preston	Robinson
King	ME	Kay	Rand
Klobuchar	MN	Elizabeth	Peluso
Lankford	OK	Greg	Slavonic
Leahy	VT	JP	Dowd
Lee	UT	Allyson	Bell
Manchin	WV	Pat	Hayes
Markey	MA	Paul	Tencher
McCain	AZ	Pablo	Carrillo
McCaskill	MO	Julie	Dwyer
McConnell	KY	Phil	Maxson
McConnell	KY	Sharon	Soderstrom
Menendez	NJ	Fred	Turner
Merkley	OR	Michael	Zamore
Moran	KS	Brennen	Britton
Murkowski	AK	Mike	Pawlowski
Murphy	CT	Allison	Herwitt
Murray	WA	Mike	Spahn
Nelson	FL	Susie	Perez Quinn
Paul	KY	William	Henderson
Perdue	GA	Derrick	Dickey
Peters	MI	Eric	Feldman
Portman	OH	Mark	Isakowitz
Reed	RI	Neil	Campbell
Risch	ID	John	Sandy
Roberts	KS	Jackie	Cottrell
Rounds	SD	Rob	Skjonsberg





# The Pew Charitable Trusts

## Senate Chiefs of Staff Management and Leadership Retreat

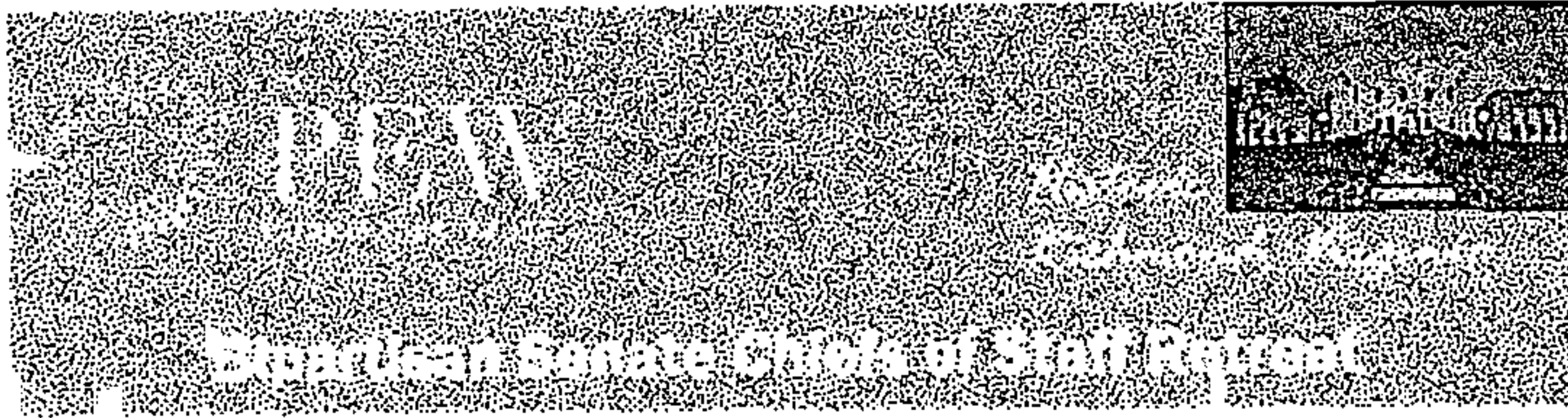
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Please [click here](#) to register, and we look forward to seeing you in historic Richmond this fall!

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Bennet	CO	Jonathan	Davidson
Blumenthal	CT	Laurie	Rubiner
Blunt	MO	Stacy	McBride
Booker	NJ	Matt	Klapper
Boozman	AR	Helen	Tolar
Brown	OH	Sarah	Benzing
Burr	NC	Dean	Myers
Cantwell	WA	Travis	Lumpkin
Capito	WV	Joel	Brubaker
Cardin	MD	Chris	Lynch
Carper	DE	Bill	Ghent
Casey	PA	Kristen	Gentle
Cassidy	LA	James	Quinn
Cochran	MS	Brad	White
Collins	ME	Steve	Abbott
Coons	DE	Adam	Bramwell
Corker	TN	Todd	Womack
Cornyn	TX	Beth	Jafari
Cornyn	TX	Monica	Popp
Cortez Masto	NV	Scott	Fairchild
Cotton	AR	Doug	Coutts
Crapo	ID	Susan	Wheeler
Cruz	TX	David	Polyansky
Daines	MT	Jason	Thielman
Donnelly	IN	Joel	Elliott
Duckworth	IL	Kaitlin	Fahey
Durbin	IL	Patrick	Souders
Enzi	WY	Tara	Shaw
Ernst	IA	Lisa	Goeas
Felstein	CA	Steve	Haro
Fischer	NE	Joe	Hack
Flake	AZ	Chandler	Morse
Franken	MN	Jeff	Lomonaco





# The Pew Charitable Trusts

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**Tamera Luzzatto**  
Senior Vice President, Government Relations  
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(202) 540-6501

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